

HAND BOOK

BUILDING PERMIT

PROCEDURE

2006

DELHI DEVELOPMENT AUTHORITY

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DELHI DEVELOPMENT AUTHORITY

1. The Building Bye-Laws 1983 as adopted by Delhi Development Authority are applicable for the development areas of the Authority within the National Capital Territory of Delhi as declared under Section-12 of Delhi Development Act, 1957 in exercise of powers conferred under sub-section 1 of Section 57 of Delhi Development Act, 1957. No development shall be allowed in the development area of Delhi Development Authority without proper sanction.
2. The guidelines and procedure for processing the building plans are as under(including notifications of Govt. of India issued from time to time):-

Where to apply:

The building plan applications are to be submitted at Building Section Counter, D-Block, Ground Floor, Vikas Sadan, New Delhi-110023 which is situated near I.N.A. Market. Such applications are received on this counter from 10.30 A.M. to 1.00 P.M. and 2.00 P.M. to 4.30 P.M. on all working days. For plotted Residential Development of Rohini other than alternative and auction plots, the building plans are to be submitted at Rohini Project Office, DDA Office Complex, Deepali Chowk, Sector-3, Rohini, Delhi-110085 as per standard plans and regulations. The office of the Building Section is situated at Ist & 2nd floors of Block C-1, Vikas Sadan, New Delhi. Offices of different officers are as given below:

<u>S.No.</u>	<u>Officer</u>	<u>Address</u>	<u>Telephone No.</u>
1.	Addl. Commissioner(Plg.)-III	3rd floor Vikas Minar	23379149
2.	Director(Bldg.)	C-1, Block, Ist floor	24699279
3.	Dy. Director(Industrial & Commercial)Bldg.	C-1 Block, 2nd floor	24690431 Extn. 2571
4.	Jt. Director(Layout & Institutional) Bldg.	C-1 Block, Ist floor	24690431 Extn.2529
5.	Dy. Director(Residential) Bldg.	C-1 Block, 2nd floor	24690431 Extn.2567
6.	Jt. Director(Rohini & Narela)Bldg.	C-1 Block, 2nd floor Vikas Sadan & Rohini Project Office Deepali Chowk, Sect.3, Rohini-85	24690431 Extn.2514 27942310

Public Grievances:

In case of any grievance, the public can approach the 'Shikayat Adalat' of the Building Deptt. This Adalat is held on every first working Monday of each month between 2.30 PM to 5.30 PM relating to cases with the following

- i) *Delay in sanction of building plans.*
- ii) *Issuance of B-1 permit.*
- iii) *Issuance of Completion Certificate.*
- iv) *Problems related to the 'NOC' from lands Section and Planning/Architecture Department.*

Additional Commissioner(Plg.)-III hears the complaints in his office at 3rd floor, Vikas Minar, New Delhi, after giving time and date to the aggrieved party on his/her representation submitted earlier. In addition, public hearing is conducted by him on Monday & Thursday. Director(Bldg.) is also available for redressal of the public complaints/grievances between 2.30 PM to 5.30 PM in his office on Monday & Thursday.

The public hearing days of Jt./Dy. Directors(Bldg.) are Monday and Thursday between 2.30 PM to 5.30 PM wherein problems related to Building Section could be put up by the aggrieved parties for redressal.

How to Apply:

(A) For sanction/Addition/Alterations/Revised plan of residential plot/other buildings.

If a person intends to erect or re-erect or make alterations in a building he/she shall give notice in writing in the prescribed form (Form-I; Appendix 'A'; Bye-Law No. 6.1) and such notice shall be accompanied by necessary permit fee as detailed in Serial No.3 at P-8 and the following documents:

- (1) *Form for first application-Appendix 'A'(Bye Law No.6.1)(Refer Page-19).*
- (2) *Specification Form of proposal duly signed by owner and Architect/Engineer-Appendix 'A' (Bye Law No. 6.2.6)(Refer page 20).*
- (3) *Certificate of supervision-I-Appendix 'B' (Bye-Law No.6.2.7) by Architect/Engineer(Refer Page-21).*
- (4) *Certificate of Supervision-II by Plumber/Engineer – Appendix 'B' (Building Bye Law No.6.2.8)(Refer Page-22).*
- (5) *Appointment letter of Architect/Engineer.*
- (6) *Copy of valid registration certificate of Architect/Engineer.*
- (7) *Copy of valid registration certificate of Plumber/Engineer.*
- (8) *Affidavit on non-judicial stamp paper of Rs.10/- for ownership and plot lying vacant (Specimen Annexed)(Refer Page-23).*
- (9) *Affidavit/undertaking on non-judicial stamp paper of Rs.10/- for non-stacking of building materials on public property(Appendix 'M')(Refer Page-24).*
- (10) *Time Extension, if required, up to the date of submission of building permit.*
- (11) *Indemnity Bond on a non-judicial paper of Rs.100/- in case of proposal for construction of basement(Appendix 'N') duly attested by First Class Magistrate(Refer Page-25).*
- (12) *Undertaking on non-judicial paper of Rs.10/- under Section 29(1)of Delhi Development Act, 1957 (Specimen Annexed)(Refer Page-26).*
- (13) *Copy of possession plan and Lease Deed.*
- (14) *Copy of NOC issued by Lessor.*
- (15) *Building Plans including water harvesting proposal (4 Sets including one set cloth mounted) duly signed by Owner & Architect.*
- (16) *Landscape Plan(4 sets including one set cloth mounted) duly signed by Owner & Architect.*
- (17) *Parking Plan(4 sets including one set cloth mounted) duly signed by Owner & Architect.*
- (18) *Layout Plan, wherever applicable duly signed by Owner & Architect.*

- (19) Certificate by owner, Architect/Engineer & structural engineer for safety from natural hazards (Annexure- 'B' -Bye Law No.6.2.9)(Refer Page-27).
- (20) Qualification Certificate of Structural Engineer.
- (21) Certificate by owner & Architect/Engineer for water harvesting in prescribed format (Refer Page-28).
- (22) Undertaking on non-judicial stamp paper of Rs.10/- for balance peripheral charges in case of Group-IV Cooperative House Building Society (Refer Page-29).
- (23) Certificate from the Secretary of the Cooperative House Building Society that all the damages etc. to the services shall be made good by the Society before handing over services to Government Agency and no stacking charges are leviable.
- (24) NOC from Society (Group-IV-Cooperative House Building Society).
- (25) Any other document/information that the authority may deem fit.

Additional documents required in case of buildings other than residential-plotted development:

- (26) No Objection Certificate from Competent Authority regarding Land Use as per Master Plan/Zonal Plan, if required.
- (27) Approval from Chief Inspector of Factories in case of Industrial Buildings.
- (28) Approval from Chief Controller of Explosives, Nagpur in case of hazardous buildings.
- (29) Approval of Chief Fire Officer, Delhi Fire Services In case of schools, guidelines of Directorate of Education, GNCTD are to be followed(Refer Page-48 to 52).
- (30) Along with these documents additional 3 sets of plans are to be submitted, if the scheme require the clearance from Delhi Fire Services and 2 additional sets of plans are to be submitted, if clearance from DUAC is required.

(A-I) ADDITIONAL DOCUMENTS OTHER THAN (A) ABOVE REQUIRED FOR SANCTION OF BUILDING/LAYOUT PLAN FOR GROUP HOUSING PUBLIC & SEMI- PUBLIC(PSP),INSTITUTIONAL, COMMERCIAL, INDUSTRIAL SCHEMES ETC.

- (1) General Body Resolution for appointment of Architect & Structural Engineer, (as defined in NBC of India).
- (2) List of members of Managing Committee and office bearers of Society, duly approved and attested by Registrar of Co-op. societies, wherever applicable.
- (3) Authorization letter for signing the documents.
- (4) Approved list of members duly approved and attested by Registrar of Co-op. societies, wherever applicable.
- (5) Delhi Urban Art Commission(DUAC) proforma in duplicate(in original) if required(Ref. memorandum of DUAC dt. 7.7.2005 (Refer page-46 &47).
- (6) Chief Fire Officer (CFO) questionnaire in duplicate(in original), wherever applicable.
- (7) Undertaking from the owner for contribution towards Economically Weaker Section (EWS)housing Fund @ Rs.25000/- per flat/dwelling unit in case flat/dwelling unit area is equal to or more than 92.90 sqm.(1000 sq.ft.) (Refer Page-33).

- (8) *Copy of allotment letter duly attested by Architect/Owner/Lessee.*
- (9) *Copy of approved Layout Plan of area with respect to plot in question duly attested by Architect/Owner/Lessee.*
- (10) *Architectural Control Drawings, wherever applicable.*
- (11) *Approval from the Chief Inspector of Factories in case of Industrial Buildings.*
- (12) *Approval from the Chief Controller of Explosives, Nagpur and Chief fire Officer, Delhi in case of hazardous buildings.*

Along with these documents 4 sets of plans duly signed by Owner/Architect are to be submitted of which one set shall be cloth mounted in case DUAC/CFO clearance has not been sought. In case, the scheme shall require the clearance from Delhi Fire Services/Delhi Urban Art Commission or other agencies additional sets of drawings shall have to be submitted as mentioned at Sl.No. 29.

(A-II) DOCUMENTS REQUIRED FOR SANCTION OF BUILDING/LAYOUT PLAN SUBSEQUENT TO CLEARANCES FROM DUAC/CFO

- (1) *Height clearance from Airport Authority of India (A.A.I).*
- (2) *Electric Sub-Station(ESS) location clearance from B.S.E.S./local power company wherever applicable.*
- (3) *3 sets (including one set cloth mounted) of complete scheme incorporating B.S.E.S./local power company, DUAC and CFO recommendations (duly signed by Owner/Architect).*

(A-1II) Revalidation of Plans

The original sanctioned plan is required to be submitted with requisite fees as detailed in Sl.No.3 (Refer Page-8) and a letter of request for revalidation along with time extension letter from the Lease Department, if necessary.

B) B-1 Permit: Plinth Level.

On completion of construction up to plinth level, Architect/Owner will apply in Appendix 'B-1' (Building Bye-laws 7.2.2) (Refer Page-35) for plinth level checking along with requisite fees and documents as detailed in S.No.9(Refer Page-11).

C) Completion-cum-Occupancy Certificate(Appendix 'B-3' : Bye-law No. 7.5.2)

Every owner/builder has to submit a notice of completion of the building on the Performa as given in 'Appendix B-3'. The notice of completion shall accompany the necessary permit fee as detailed in Sl.No.3(Refer Page-8) and following documents:

(C-1)DOCUMENTS REQUIRED FOR COMPLETION-CUM-OCCUPANCY CERTIFICATE (FOR RESIDENTIAL PLOTTED DEVELOPMENT)

- (1) *The Certificate by the Owner, Architect, Engineer, Structural Engineer and supervisor in the form 'Appendix B-3'(Refer Page-37) (Bye Law No. 7.5.2) in duplicate.*

- (2) *One set of structural drawings as executed duly signed by owner, Architect and Structural Engineer as defined in NBC of India).*
- (3) *Copy of Lease-deed.*
- (4) *Valid extension of time up to the date of applying for Completion Certificate; and in case completion is applied in phases, valid extension of time would be required up to the last phase.*
- (5) *Revalidation of plan up to the date of application of completion certificate.*
- (6) *Valid Certificate of Architect, Engineer.*
- (7) *Qualification Certificate of Structural Engineer.*
- (8) *Certificate regarding deviations from Architect/Engineer(Refer Page-38).*
- (9) *One set of building photographs (Coloured) in size 8"x10" duly signed on backside by owner/Architect.*
- (10) *3 sets (one cloth mounted) of Completion Plans (Layout Plan, Building Plan, Sections & Elevations) along with actual area at site i.e. ground coverage, FAR, Green, Parking with other details duly signed by owner and Architect.*
- (11) *Superimposed Layout and Building Plans wherever applicable.*
- (12) *Sewer connection permission from DDA in case 'D' Form is already issued, wherever applicable.*

(C-II) Additional Documents for public and semi-public(PSP)(Institutional) Buildings:-

FOR CLEARANCE FROM DUAC, where applicable(Ref. DUAC's memorandum dt. 7.7.2005) (Refer Page-46, 47)

- (1) *No objection Certificate for occupancy from Chief Fire Officer.*
- (2) *Clearance from Chief Controller of Explosives, wherever applicable.*
- (3) *Clearance/NOC from BSES/local power company regarding provision of transformers, Electric Sub-Stations, Ancillary Power Supply System etc., wherever applicable.*
- (4) *Certificate from the Lift Inspector, GNCTD, wherever applicable.*
- (5) *Certificate from Air-Conditioner Engineer, Manufacturers, wherever applicable.*
- (6) *Undertaking regarding day/night marking as per ICAO standard, wherever applicable.*
- (7) *Valid clearance from Airport Authority of India (AAI).*
- (8) *Approval of Sewerage, Water Supply and Storm Water Drain Schemes from DJB/MCD/DDA as applicable.*

FOR CLEARANCE FROM DUAC, if applicable(Ref. DUAC's memorandum dt. 7.7.2005)

- (9) *DUAC Proforma (In Duplicate, in original) (Refer Page 40 to 42).*
- (10) *2 sets of Model Photographs coloured(8"x10") duly signed by owner & Architect.*
- (11) *2 sets of Building photographs coloured(8"x10") duly signed by owner & Architect.*
- (12) *External Finish Certificate (In Duplicate, in original) duly signed by owner & Architect (Refer page-39).*

- (13) *Certificate regarding deviations from Architect(In Duplicate, in original) (Refer Page-38)*
- (14) *One set of attested copies of Sanctioned Plan.*
- (15) *Clearance from Chief Fire Officer, Delhi (In Duplicate), wherever applicable duly attested by Architect.*
- (16) *5 sets (one cloth mounted) of Completion Plans(Layout Plan, Building Plans, Sections & Elevations) along with actual area calculations at site i.e. ground coverage FAR, Green, Parking with other details, duly signed by owner & Architect.*
- (17) *Two sets of super imposed layout and Building Plans, wherever applicable.*
- (18) *Any other document/information that the authority may deem fit.*

Note:

In case, DUAC clearance is required then documents at Sl.No.8,9,10 & 11 of Para C-1 will not be applicable.

(C-III) DOCUMENTS REQUIRED FOR PROVISIONAL OCCUPANCY CERTIFICATE(POC) FOR COOPERATIVE GROUP HOUSING SOCIETIES, GOVT. DEPARTMENTS, GOVT. INSTITUTIONS, CHARITABLE TRUST AND WAKF BOARD:

- (1) *The Certificate by the owner, Architect/Engineer, Structural Engineer and supervisor in the form Appendix B-3(Bye Law No. 7.5.2)(Refer Page-37).*
- (2) *One set of structural drawings as executed duly signed by owner, Architect and Structural Engineer(as defined in NBC of India).*
- (3) *Copy of Lease-deed duly attested by owner/Architect.*
- (4) *Valid extension of time up to the date of applying for Completion Certificate; and in case completion is applied in phases, valid extension of time would be required up to the last phase.*
- (5) *Revalidation of plan up to the date of application of completion certificate.*
- (6) *Valid Certificate of Architect and Engineer.*
- (7) *Qualification Certificate of Structural Engineer.*
- (8) *Clearance from Chief Fire Officer, Delhi(In Duplicate in original), wherever applicable.*
- (9) *Clearance/NOC from local power company regarding handing over/taken over of electric sub-station), wherever applicable.*
- (10) *Certificate from the Lift Inspector, GNCTD, wherever applicable.*
- (11) *Undertaking regarding day/night marking as per ICAO standard, wherever applicable(proof of installation of Day/Night marking shall be submitted after issuance of POC, but before approval of 'CC').*
- (12) *Sewer connection permission from DDA, in case 'D' form is already issued, wherever applicable(if 'D' form not issued, after issuance of POC but before approval of 'CC').*
- (13) *Superimposed layout and building plans in different colours with legend.*

- (14) *Confirmation of draw of flats duly attested by Registrar of Co-op. Group Housing Societies(RCS) for group housing schemes after issuance of POC(in case where 'D' form is issued, it is to be submitted along with application for POC & CC).*
- (15) *Approval of Sewerage, Water Supply and Storm Water Drain Scheme from DJB/MCD/DDA, wherever applicable.*
- (16) *Numbering plan for group housing schemes.*
- (17) *Three sets of Completion Plans (Layout Plan, Building Plan, Sections & Elevations) along with actual area at site i.e. ground coverage, FAR, Green, Parking with other details. Subsequently, based on site inspection, calculations Society/Architect will submit 3 sets of above said plans.*

**(C-IV) DOCUMENTS REQUIRED FOR COMPLETION-CUM-
OCCUPANCY CERTIFICATE FOR COOPERATIVE GROUP
HOUSING SOCIETIES, GOVT. DEPARTMENTS GOVT.
INSTITUTIONS, CHARITABLE TRUST AND WAKF BOARD.**

- (1) *The Certificate by the owner, Architect/Engineer, Structural Engineer and supervision in the form Appendix B-3(Bye Law No. 7.5.2)(Refer Page-37).*
- (2) *DUAC Proforma (In Duplicate in original) for Completion Certificate (Refer page-40 to 42).*
- (3) *Two sets of building photographs(coloured) (in size of 8"x10") duly signed by owner & Architect.*
- (4) *Two sets of model photographs (coloured) (in size of 8"x10") duly signed by owner & Architect.*
- (5) *External Finish Certificate (in duplicate) from Architect (Refer Page-39).*
- (6) *Certificate from the Architect(in duplicate) regarding deviations (Refer Page-38).*
- (7) *One set of attested copies of sanctioned plan.*
- (8) *Two sets of Completion Plans for forwarding to DUAC duly signed by owner & Architect.*

D) Signing of Plans.

The plans at the time of sanction and completion are required to be signed by the owner and the licensed Architect. However, plans in respect of plots upto 500 sq. mtrs. and up to 4 storeyed may be signed by a Licensed Engineer and plots upto 100 sq. mts. and up to 2 storeys by a Licensed Supervisor instead of Licensed Architect subject to being approved by the Competent Authority. The Licensed Architect/Engineer/Supervisor shall indicate his/her name, address and registration number on the plans with a copy of his/her valid license.

- E)** The undertakings and Affidavits required for approval of various building permits as per BBL-83 will be acceptable on plain paper with full details in the prescribed forms for Govt. & Semi Govt. Govt. projects/building submitted by PWD/CPWD officers(Office Order No. 34 dt. 4.12.02).

3 FEES AND CHARGES

A) Building Permit Fee

No building application shall be deemed valid unless and until the owner giving notice has paid the requisite fee of building applications as per schedule given below:

- i) *Building Permit fee for all buildings shall be calculated at the rate of Rs.1/- per sq.mtr. of covered area(including basement floor, Mezzanine floor & loft etc.).*
- ii) *Fee for addition/alteration/revised plan shall be 50% of the original building permit fee paid for the plan in question.*
- iii) *Plans submission fee for approval/revised approval/alteration/addition of layout plan for development/sub-division of land shall be calculated @ Rs.10,000/- per acre.*
- iv) *Revalidation of plans:- Fee shall be @ 25% of original permit fee per year.*
- v) *Fee for plinth level as per Appendix B-1 is Rs.15/- in case of buildings other than group housing societies and Rs. 200/- per block in case of group housing societies.*
- vi) *Fee for submission of 'NOC' shall be @ Rs.1/- per sqm. of covered area (including basement floor, Mezzanine floor , loft etc.) in all types of buildings.*
- vii) *Fee for application for provisional occupancy charges, in case of Co-operative group housing societies/other group housing of Govt deptts. Govt. aided institutions & charitable Trust/Wakf Board shall be Rs.100/-.*

Note: In no case the building permit fee as given in Para 3(A) i ,ii and iv above shall be less than Rs.25/-.

B) Stacking Charges

(I) For plots falling in areas where services are being maintained by any Govt. Agency, the stacking charges shall be charged as given below:-

- (i) @ Rs.1/- per sq.mtr. of covered area for plots upto 42 sq.mtr. in area.
- (ii) (a) Rs.1.5 per sq.mtr.of covered area for plots up to 84 sq.mtr. in area.
- (iii)(b) Rs.2/- per sq.mtr. of plots above 84 sq.mtr. and up to 418 sq.mtr. in area.

(II)

In case of plots above 418 sq.mtrs. of area, stacking of building material shall be done within the plot area. An undertaking for not stacking the material on

Government land in the proforma given in Appendix M(Refer Page-23) will be submitted at the time of submission of application for sanction of building plans.

- III.** In case of plots where the services are being maintained by the respective co-operative societies and are still not handed over to any Govt. Agency, no stacking charges are leviable and only the certificate from the Secretary of the Society shall be submitted that all the damages etc. to the services shall be made good by the Society before handing over services to the Government Agency.
- (i) The mulba during the construction will be removed on weekly basis. If the same is not done, in that case the local body shall remove the mulba and the cost shall be borne by the owner of the plot.
- (ii) During construction, it is mandatory on the part of the owner to properly screen the construction site off the main road by means of erecting a screen wall not less than 8 ft. in height from ground level which is to be painted to avoid unpleasant look from the road side. In addition to this, a net or some other protective material shall be hoisted at the facades of the building to ensure that any falling material remains within the protected area.
- (iii) Noise related activities will not be taken up for construction at night after 10 P.M. Further it will be ensured that construction/demolition work shall be carried out in such a manner that no disturbance/nuisance is caused to residents of the neighborhood(Refer G.O.I. Notification dt. 22.01.02).

4. PERIPHERAL CHARGES.

These charges are required to be paid by Co-operative House Building Society Group-IV as for laying of peripheral services by DDA @ Rs. 70/-(in view of Hon'ble Court orders and consequent office order No. 80 dt. 12.06.03) per sq.mtr. of net plot area at the time of sanction of plans.

In addition to above, the 'individual plot owners' will also submit the necessary undertaking in the prescribed format(Refer Page-29) for deposition of peripheral charges. The undertaking will be submitted by the individual plot owner at the time of submission of Building Plans for sanction.

5. BETTERMENT CHARGES:

As per Notification No. K-12016/10/82-DD IIA dt. 10.8.83 from the Ministry of works & Housing, Govt. of India the permission of barasati floor as a dwelling unit was allowed. The benefit shall be available provided the intending builders deposit betterment charges @ Rs. 150/- per sqm. of built up at the time of sanction of building plans or regularization of structure at the time of issue of occupancy certificate. The betterment charges are levied for coverage beyond 25% and in case of provision of regular dwelling unit proposed even with 25% and in case of provision of regular dwelling unit proposed even with 25% coverage, full betterment charges are leviable.

6 PROCEDURE FOR PROCESSING BUILDING PERMIT APPLICATION:

- i) On the day, application for grant of building permit is received, building section shall give a suitable date and time for site inspection which shall be within 10 days from the receipt of application.
- ii) After the site has been inspected the case shall be scrutinized within 30 days from the date of inspection. In case, there are 'no objection' and corrections requiring compliance from the owner, the sanction shall be released within 60 days from the date of submission.
For other cases where corrections or compliance of other objections are necessary, the party shall be intimated within 45 days from the date of submission. Such correction/compliance should be completed within 30 days and after compliance, the building permit shall be released within 15 days from the date of such compliance. In case of non-compliance by the party, the building permit be refused or rejected.
- iii) The building plans for building identified in Bye-laws No. 6.2.4.1 shall also be subject to the scrutiny of the Chief Fire Officer, Delhi Fire Service and building permit shall be given by the Authority after the clearance from the Chief Fire Officer.
- iv) In case where the building scheme requires the clearance of Delhi Urban Arts Commission, then the Authority shall issue the building permit only after getting the clearance from the Delhi Urban Arts Commission.
The Authority may revoke any building permit issuance under the provision of the bye-laws if there has been any false statement or any misrepresentation of material facts in the application on which the building permit was based

OR

If the building permits, so issued, found in violation of building bye-laws/Master Plan/Zonal Plan Regulations

OR

If during construction, it is found that the owner has violated any of the provisions of the Building Bye-Laws or sanctioned plan conditions.

7 VALIDITY PERIOD OF BUILDING PERMIT:

The building permit shall remain valid from the date of sanction as mention below (as per Govt. Notification for all types of developments):

- a) For Residential, Institutional, Industrial & Commercial (up to 4 storeyed bldgs.) 5 yrs.
- b) For large complexes and multi storeyed building and institutional building 5 yrs.

Note: i) No building permit can be carried out after the expiry of validity of such building permit.

ii) The building permit can be revalidated for a period of one year at a time from the date of expiry of validity of the original permit.

8. PROCEDURE DURING CONSTRUCTION OF BUILDING:

The owner/applicant who has been granted such building permit shall intimate the Authority in writing within 7 days of starting of construction work at site. He shall obtain an acknowledgement from the Authority of this notice(Refer Page-34).

9. PROCEDURE FOR OBTAINING FORM B-1:

The owner/applicant who has been granted the building permit shall intimate about completion of work up to 'plinth level' through his appointed licensed Architect/Engineer/Supervisor in form B-1. The documents required for this permit will be as under:

- I. Processing fee as given in Clause 3(A)V(Refer Page-8).
- II. Appendix B-1(Building Bye-Law 7.2.2.) as per notification(Refer Page-35).
- III. Copy of valid certificate of licensed Architect/Engineer/Supervisor.
- IV. Plan, indicating plinth level construction at site in relation to plot dimension, area and set back, duly signed by owner and licensed Architect/Engineer/Supervisor.
- V. Extension of time for construction, valid up to date, if required.
- VI. In case of change of Architect/Engineer, additional documents are required such as Supervision-I, appointment letter of Architect, an attested copy of general body resolution for appointment of Architect etc.

DDA will inspect the site and intimate the objection, if any, to the owner/Architect/Engineer/Supervisor within 30 days in form B-2 (in case deviations of non-compoundable nature are noticed).

In case construction of plinth level is found, in accordance with the sanctioned plan/compoundable limit, there is no need for intimation as per notification. However, in order to avoid disputes, the intimation will be sent to the applicant in respect of B-1, that it is in accordance with the sanctioned/revised sanctioned plan. Further it will be the responsibility of the owner and Architect/Engineer/Supervisor to ensure that further construction of building is in accordance with the sanctioned building plan.

10 PROCEDURE OF OBTAINING COMPLETION-CUM-OCCUPANCY CERTIFICATE.

- I. No person shall occupy or allow any other person to occupy any building or part of a building for any purpose until such building or part of a building has been granted the occupancy certificate.

The owner shall submit the notice of completion along with the required documents and plans as mentioned at Para 2(C) at page-4. The Authority on receipt of the notice of completion shall inspect the work and communicate the sanction/refusal, or objection thereto within 60 days from the date of

receipt of notice of completion. Time for an inspection shall be communicated to the Owner/Applicant/Architect. After inspection of completed building, the objections and compounding fee, if leviable, shall be intimated to the owner/Architect. On compliance of this letter or fulfillment of all formalities, the Occupancy Certificate shall be issued.

II. Provisional Occupancy Certificate & Completion-cum-Occupancy Certificate

In continuation of circular dated 12.4.2002, it has been decided that Provisional Occupancy Certificate(POC)/Completion-cum-Occupancy Certificate(C.C.) will be applicable/accepted/approved for Co-op. Group Housing societies, Housing Schemes of Government, Govt. Aided Institutional and Charitable Trust/Wakf Board only as per Authority Resolution No.72 dt. 18.6.1991

Application for both 'POC' and 'C .C.' together shall have to be submitted. The list of documents required to be submitted at the time of application of both the permits together are stated in Para 2C-III & 2C-IV(Ref.P-6 & 7). Immediately on receipt of both the permits following procedure will be adopted:

a) Provisional Occupancy Certificate(POC)

A detailed site inspection will be carried out. Additional FAR/compounding fee/EWS fund etc. will be levied at this stage and POC will be released after approval of competent authority and submission/receipt report to DUAC of completion plan.

b) Completion-cum-Occupancy Certificate(C.C.).

After receipt of clearance of completion plan from DUAC, the matter will be put up to the competent authority for approval of completion certificate. However, at this stage there will be a site inspection again for any subsequent deviation with respect to development control norms/BBL.

11. MISUSE OF BUILDING:

No person can change the use of any land or building or part thereof than the sanctioned/permisible 'land use' and the offence of the misuse is punishable under Section 30(1) & 31(A) of DD Act. 1957.

12 MISCELLANEOUS:

i) The minimum built-up area required to be constructed on a residential plot to fulfill the lease conditions shall be 1/3rd of the permissible coverage at ground floor as a self-contained dwelling unit(DU).

ii) Authority Resolution Item No. 54/2004:

"The proposals were aimed only at limiting the allottee's liability for payment of composition fee till the date of obtaining the D/form/Completion Certificate for part construction, and this provision will be applicable only in those cases where at least 50% of the FAR is utilized and which are functioning in accordance with the stated purpose, from a viable and functional building. It was explained that this provision was being introduced only in those cases where the norms for minimum construction had not been clearly laid down at the time of land allotment."

- iii) “In respect of Institutional plots allotted to Government Departments and also to Autonomous bodies which are to be constructed with Govt. funds, the period of construction without composition fee will be seven years. If 50% or more FAR is constructed during this period, no further composition fee for belated period of construction be charged. Moreover, the composition fee if due beyond seven years, shall be leviable only till the date of completion of construction of 50% of FAR on entire buildable area.”

1. PENAL ACTION FOR VIOLATION OF PROVISION OF MASTER PLAN/ZONAL PLAN REGULATIONS/BYE-LAWS:

A) Non-Compoundable Items:

Any deviation from the maximum/minimum prescribed limits regarding:

- 1) Coverage.
- 2) FAR
- 3) Set-back
- 4) Open Spaces
- 5) Total height of the building
- 6) No. of floors.
- 7) No. of D.U.s & density.
- 8) Parking Norms.
- 9) Light and ventilation provisions
- 10) Use
- 11) All other provisions of these bye-laws except items given in para ‘B’ below shall not be compoundable /regularized and shall have to be rectified by altering/demolition at the risk and cost of owner. Before this any other action as per conditions of lease and provisions of Delhi Development Act, 1957 shall proceed.

B) Compoundable Items.

i) Deviation in terms of covered area:-

If a building or part thereof has been constructed unauthorizedly i.e. without obtaining the requisite building permit from the authority as required under Clause 6.1 & 6.7.1 of the Building bye-laws, the same shall be compounded at the following rates, provided the building or part thereof so constructed otherwise conforms to the provisions contained in the Building Bye-Laws and Master/Zonal Plan Regulations. For this party shall have to submit the request for building permit in the prescribed procedure.

Rate:

- a) - For residential buildings upto 500 sqm. Plot size) Rs. 25/- per sqm. of the covered area constructed unauthorisedly
- All Govt. Public & Semi-Public and utility buildings.)
- Religious Institutional & Educational building.)

- b) - Residential buildings above 500 sqm. plot size.) Rs.100/- per sqm. of the covered area constructed unauthorisedly.
- Industrial Buildings)
- Storage building)
- (Under-ground or above ground.)
- Hazardous Building.)
- c) - Commercial & business Building) Rs. 500/- per sqm. of the covered area constructed unauthorisedly.
- Cinema & theatre Building)
Petrol pumps.

1. The building not covered specifically under the above categories, shall be compounded as decided by the Authority, considering the merit of each individual case.
2. Items which are exempted from the calculations of the coverage and FAR e.g.; cup-boards, canopy, basement and mezzanine loft, watchmen cabins etc. but constructed unauthorisedly i.e.without obtaining prior permission from authority, but within the permissible limits shall also be compounded/regularized at the rate prescribed above .

ii) Deviations of Building Bye-Laws other than specified in (A) (Non-compoundable).

Deviations upto the maximum, extent of 10% from the maximum/minimum prescribed shall be compounded at the following rates:

- a) In case of deviations of areas of various components of the buildings, the rate of penalty will be at the rate of Rs.10/- per 1% of the deviation.
- b) For deviations in terms of height the penalty shall be at the rate of Rs. 10/- per 1% of the deviation for every 10 sqm. or part thereof the affected area;
- c) Deviations from the prescribed limit of width; length, penalty shall be @ 10 per 1% of the deviation for every 10 sqm. or part thereof of the effected area.

Note:

1. *Notwithstanding the provision above no penalty shall be levied for the first 3% of deviation but in case the deviation limit exceeds 3% penalty shall be levied at the above rates for the total deviation up to 10%.*
 2. *The penalties at the above rate as given above at ii(a), (b) & (c) shall be charged for each deviation and for every component of the building separately.*
- d) In case of increase in size of canopy in front open space from the prescribed limits or bye-laws, the same shall be charged at the rate of Rs.20/- per sqm.

- e) End walls up to 0.9 mt. in width in terrace type construction constructed purely as an architectural feature –Rs.10/- each.
- f) Enclosing of front balcony by Jali Wall which is being used as a part of staircase: Rs. 250/- sqm.
- g) i) an open urinal having wall upto 1.7 mtrs. height: No penalty.
ii) Water storage tank over open urinal with walls up to 1.70 mts height: No Penalty if sanctioned. If not sanctioned, Rs. 50/- each.
- h) All roof projections beyond permissible limit of bye-laws as specified shall be counted towards FAR calculations if otherwise the same do not infringe upon any other byelaws.
- i) Plinth steps in setback portion Rs.25/- each.
- j) Extra slab in mumty constructed without sanction shall be compounded at the rate given in (B) (Compoundable Items) provided it does not infringe upon the provision of any other bye-laws.
- k) Partition walls provided without sanction at any other floor if the same are not infringe upon the provision of any other bye-laws Rs.15/- per sqm. of surface area of the wall i.e.(length X height).
- l) Projection on public land- not permitted.
- m) Deviations beyond the permissible covered area on residential plots subject to the condition that the extra coverage is not beyond 5% of the maximum permissible coverage as applicable to 200 sq.yds. plot (167.21 sqm.). The rates for compounding such deviations would be as per prevailing land rates except for group housing as per lease rates.

- (i) Authority/Local Body(s) shall be empowered after levying penalty to compound deviations from limits of coverage/FAR to the extent of 5% of the permissible coverage/FAR subject to maximum of 13.5 sqm. in buildings(s)/premises at the time of considering the completion/occupancy certificate. This would not apply to buildings where 100% ground coverage and fixed height are allowed as per architectural controls, forming part of comprehensive schemes, like District Centres, Community Centres etc.

In Co-operative Group Housing and other group housing scheme 5% FAR beyond permissible FAR of 167 be allowed instead of 13.5 sqm. By compoundable method as per earlier practice approved by L.G., Delhi vide dated 11.11.88.

In Institutional cases, 5% of excess FAR will be regularized/compounded on the basis of analogy of Co-operative Group Housing societies. The compounding fee will be worked out on the land rates stipulated in the lease documents.

- (ii) The area to be compounded be calculated on the basis of the total construction in residential building which may be considered as part and parcel of the total construction of the plot.

(iii) Increase in covered area beyond the permissible limit as mentioned above, may also effect the prescribed setbacks and the size/area of the internal courtyard of the plot. In such cases, the compounding fee for these infringements will be as follows:

* If this extra coverage reduces only the average open area in the rear without infringing the minimum limit of rear set back. No Penalty

* If this minimum mandatory set backs are affected, then in addition, this set back infringements shall be charged at the following rates:

- | | |
|---|--|
| i) 0.15 mt.(6") | @ Rs.500/- per sqm.(Rs.46.5 per sq.ft.) |
| ii) Beyond 0.15 mt. upto 0.30 mt. (beyond 6" to 1feet) | @ Rs.1000/- per sqm. Infringement of mandatory set back beyond 0.30 mt.(1 ft.) will not be compounded . |
| iii) Mezzanine extension in continuation to the staircase landing having maximum Projection of 0.9 mt.(3 ft.) from the mandatory set back. | @ Rs.500/- per sqm. (Rs.46.5 per sq.ft.) |
| iv) Internal courtyard. The excess coverage of any projection such as chhajjas, shades cupboards etc., shall not reduce the minimum required size and area of this internal courtyard beyond 30%. If it does then penalties shall be: | |
| a) Projection of Chhajja | No penalty |
| b) Extension of building lines which affect the size of the internal courtyard. | Rs. 500/- per sqm. of the Reduced area of the minimum requirements of the courtyard for light and ventilation, infringement. |

**C) VARIOUS DEVIATIONS IN THE CONSTRUCTED BUILDING WHICH CAN BE CONSIDERED FOR REGULARIZATION/COMPOUNDING ARE LISTED BELOW:
Residential Building Item:**

- | | | |
|-----|---|---------------------|
| i) | If no landing provided after 12 steps then the remaining steps in that building will be compounded. | Rs. 100/- per step. |
| ii) | In case toilet is provided in mezzanine floor | Rs.540/- per sqm. |

(D) ADDITIONAL FAR CHARGES:-

The rate for levy on additional FAR as notified by Govt. of India vide Notification dt. 23.07.98 would be @ Rs. 450/- per sqm. The levy will be payable in addition to all other charges including betterment charges, development charges and other service charges.

Where the additional construction has already been carried out in violation of pre 23.7.98 norms but is within the norms as revised vide notification dt. 23.07.98, the construction will be regularized on payment of the levy @ Rs. 450/- per sqm. plus a surcharge of 10%. This will be in addition to the existing compounding fee etc.

(E) EWS Fund

As per Govt. of India's notification dt. 9.06.1999, all Group Housing Schemes applying for sanction of plan will make contribution to housing for Economically Weaker Section. The contribution will be @ Rs. 25,000/- per Dwelling Unit of size 1000 sq.ft.(92.90 sqm.) or more. Further, Group Housing Schemes will be giving an undertaking that in non-judicial stamp paper, that in case the Dwelling Unit's area increases where the levy is not charged at the time of sanction, the same will be paid at the time of next permit As per Office Order No. PA/JD(Layout)Bldg./2001/27/50 dt. 22.10.01, the following procedure will be adopted:

- (i) Interest free payment up to 90 days will be permitted from the date of issue of demand letter.
- (ii) Another 90 days will be allowed for deposition with interest of 15% per annum.
- (iii) In case there is default beyond the above period, the building application/permit will be rejected.

(F) PRE-OCCUPANCY CHARGES:-

Pre-occupancy charges for all types of buildings (as per Office order No.102 dt. 11.09.2003 and Authority Resolution Item No.42/2004) are as under:

- (i) Residential Plot and Group Housing @ Rs. 2500/- per flat/dwelling unit.
- (ii) Institutional/Govt./Others @ Rs. 25/- per sqm.
- (iii) Commercial/Industrial @ Rs. 100/- per sqm.

GENERAL INFORMATION:

No building permit is required for the following items of work:-

- i) Plastering patch repairs;

- ii) Re-roofing or renewal of roof including roof of intermediate floor at the same height;
- iii) Flooring and re-flooring;
- iv) Opening and closing windows, ventilators and floors not opening towards other's property;
- v) Replacing fallen bricks, stones, pillars, beams, etc;
- vi) Construction or re-construction of sunshade not more than 75 cm in width within one's own land and not overhanging over a public street;
- vii) Construction or re-construction of parapet exceeding 1 mt. and not more than 1.5 mts. height and also construction or re-construction of boundary walls as permissible under these bye-laws;
- viii) Re-construction of portions of buildings damaged by storm, rain, fire, earthquake or any other natural calamity to the same extent and specification as existed prior to the damage, provided the use conforms to provisions of Master Plan;
- ix) White washing, painting etc. including erection of false ceiling in any floor at the permissible clear height provided false ceiling in no way can be put to use as loft/mezzanine etc.; and
- x) Erection or re-erection of internal partitions provided the same are within the purview of the bye-laws.

APPENDIX-'A'

(Bye-Law No. 6.1) Form: I

FORM FOR FIRST APPLICATION TO ERECT, RE-ERECT OR TO MAKE MATERIAL ALTERATION IN ANY PLACE IN A BUILDING

To

The Vice-Chairman.
Delhi Development Authority.
New Delhi.

Sir

I hereby give notice that I intend to erect/re-erect/demolition or to make alteration in the Building No _____ or to _____ on/in plot No _____ Block No _____ House No _____ situated at _____ Scheme _____ and in accordance with the building Bye-laws of Delhi, Bye-law No _____ AND I forward herewith the following plans and specifications duly signed by me and _____

_____ (name in block letters), the Licenced Architect/Engineer/Supervisor/Group-Licence No _____ who have prepared the plans, designs

Etc. and who will supervise its erection and a copy of other statements/documents (as applicable).

1. Site Plan.
2. Building Plan.
3. Services Plan.
4. General Specifications (in attached form).
5. Ownership Title.
6. Attested copy of Receipt for payment of application fee.
7. Other documents, as required.

I request that the construction may be approved and permission accorded to me to execute the work.

Signature of Owner _____

Name of Owner _____

(In Block Letters)

Address of Owner _____

Dated _____

APPENDIX- 'A'
Form: II
(Bye-Law No. 6.2.6)

FORM FOR SPECIFICATIONS OF PROPOSED BUILDINGS

a) The purpose (Residence, Office, godown, Restaurant, Hotel, Dharmshala, School, Hostel, cinema, Shop, Factory, Stable) for which it is intended to be used for Building No. _____ or to _____ on/in plot No. _____ Block No. _____ House No. _____ situated at _____ Scheme _____.

b) Details of Coverage on respective floors are given below:

	Existing	Proposed	Total
--	----------	----------	-------

- 1) Basement Floor
- 2) Ground floor;
- 3) Mezzanine floor.
- 4) First floor.
- 5) Second floor.
- 6) Third floor.
- 7)
- 8)
- 9)
- 10)

- c. Approximate number of inhabitants proposed to be accommodated.
- d. The number of latrines, Urinals, Kitchens, baths to be provided.
- e. The source of water to be used in the construction.
- f. Distance from public sewer.
- g. The material to be used in construction, Walls/Columns/Foundations.
Roof.
Floors.

Sig. of Owner
Name of Owner

Address:

Sig. of Licensed Arch./Engr./
Supervisor group _____
Name:
Address:

APPENDIX 'B'
(Bye-law No. 6.2.7)

FOR SUPERVISION-I

To
The Vice-Chairman,
Delhi Development Authority
New Delhi.

Sir

I hereby certify that the erection/re-erection/demolition or material alteration in/of Building No.....on/in Plot No.....in Block No.....situated at.....Scheme.....shall be carried out under my supervision and I certify that all the materials (type and grade) and the workmanship of the work shall be generally in accordance with the general specifications submitted along with, and that the work shall be carried out according to the sanctioned plans.

Signature of Licensed Architect/
Engineer/Supervisor/Group
.....

Name of Licensed Architect/Engineer/
Supervisor/Group
.....

(In Block Letters)
License No. of Licensed Architect/
Engineer/Supervisor/Group
.....

Address of Licensed Architect/Engineer
Supervisor/Group
.....

Dated.....

APPENDIX 'A'
(Bye-Law No. 6.2.8)

FORM FOR SUPERVISION-II

To
The Vice-Chairman.
Delhi Development Authority
New Delhi.

Sir

I hereby certify that the drainage/sanitary and water supply works shall be executed by me or under my strict supervision for the work of erection/re-erection/demolition or material alteration of the proposal for which building permit application in respect of building No_____on/in plot No_____In Block No_____ situated in the scheme_____and

I certify that all the materials and workmanship of the work shall be in accordance with the standard laid down by I.S.I. and the provision of the building bye-laws, and that the work shall be carried out in accordance with the sanctioned plan.

Signature of Licensed
Engineer/Plumber_____

Name of the Licensed
Engineer/Plumber
(In Block Letters)_____

License No. of Licensed
Engineer/Plumber_____

Address of Licensed/Engineer/
Plumber._____

Dated_____

AFFIDAVIT REGARDING VACANT PLOT
(on Rs.10/- non-judicial stamp paper duly attested by Oath
Commissioner/Notary Public/Magistrate Ist Class)

I.....S/o Sh.....aged.....
Years, resident of.....hereby undertake as
Follows:-

1. I am holder of Plot No.....situated at.....
2. My above plot is still lying vacant.
3. I will not construct the building on the aforesaid plot before sanctioning the building plan by Delhi Development Authority.

DEPONENT

VERIFICATION:-

I.....S/o Sh.....do hereby
Solemnly affirm and declare that the above mentioned facts are correct to the best of my knowledge and belief and nothing has been concealed there from. Verified at New Delhi on this _____ day of _____ 20 .

DEPONENT

APPENDIX 'M'

Affidavit/Undertaking for Non-Stacking

(To be submitted on non-judicial stamp paper of Rs.10/- duly attested by Oath Commissioner)

That I/We have submitted building plans for construction of building on Plot No..... Block No..... located at..... to the DDA under section 12 of the DD Act 1957 for favour of sanction.

That I/We hereby give an undertaking that during the course of construction of my/our building as per sanction given by the DDA, I/We shall not stack building material/mulba on the DDA land/road.

That in case, I/We am/are found stacking the building material/mulba on DDA land/road then the Authority shall be at liberty to charge the stacking charges @ Rs.2/- per sqm. besides any other action which the DDA might like to take as per the rules including payment of the penalty of Rs.500/-

DEPONENT

VERIFICATION

I/we the above named deponent do hereby solemnly affirm and verify that I/We have voluntarily made the above affidavit and its contents are true to the best of my/our knowledge.

Verified at Delhi on this day..... of.....

DEPONENT

APPENDIX 'N'

Indemnity Bond for Basement

(For DDA)

(To be submitted on non judicial stamp paper Rs.100/- duly attested by Oath Commissioner)

This Indemnity bond is executed by Sh._____ and Sh._____ S/o Sh._____ R/o_____ hereinafter called the owner of Plot No._____ in_____ New Delhi in favour of DDA, its successors or entitled.

WHEREAS the owner have submitted the plan of basement under and whereas the owner have represented to the DDA that if sanction is granted for the construction the said basement the owners shall indemnify the DDA of any loss at any time of digging of foundation of the said basement or in the course of construction of the basement or even thereafter.

AND WHEREAS the said owners have further agreed to indemnify the DDA of any claims put up against the DDA either by way of damage, compensation or in any other way in case the DDA is required to pay any such amount to any person or the owner or the DDA to pay the full extent of the amount the DDA may require to pay in the extent hereinabove mentioned.

The owners further undertake and agree to indemnify the DDA for any such amount the DDA may require to pay either by way of compensation or damage or any other amount and further undertake to indemnify the DDA of all cost and expenses that the DDA may require to defend any such action in any court of law. The owners undertake that no excavation shall be carried out beyond the boundary of the plot. Any damage occurring during or due to the excavation made at site to public sewers, water and drains shall have to be made good by the owners.

In consideration of the above matter, undertaking and indemnity given by the said owners, the DDA hereby under in this behalf grant sanction of building plan to the said owners.

IN WITNESS HEREOF the owners above-mentioned put their hands and seal to the said indemnity bond on this..... day of.....

Witness:

1.....

1.....

2.....

2.....

(EXECUTANTS)

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UNDERTAKING UNDER SECTION 29(1) OF D.D. ACT 1957

(On Rs. 10/- Non-Judicial Stamp Paper)

I..... S/o.....
R/o..... do
hereby under take that I shall construct building on Plot No..... Block
No..... in..... Scheme/Colony strictly in
accordance with the sanction of the building plans granted by the DDA vide letter
No..... dt..... And shall not in any way carry
out development plan or in contravention of any condition subject to which
permission, approval or sanction has been granted to me. In case I contravene any
condition subject to which the sanction has been granted to me, I shall, besides being
liable under section 12 read with section 29(1) or the D.D. Act be liable to remove
such development as may be found in contravention of the condition subject to which
sanction has been granted to me without claiming any compensation whatsoever for
removal of such development. In case however I fail to remove the objectionable
development the DDA may do so in which event, I shall be liable to pay the cost of
removal to the DDA and in the event of non-payment of such cost the same shall be
recoverable from me as arrears of land revenue. I shall not claim any compensation
for removal of the unauthorized development.

Executed at Delhi/New Delhi on this..... day.....
of.....200 .

Witness:

Signature

1.....	Name
(Signature) with name & address	
2.....	Address
(Signature) with name & address	

(It should be attested by a Magistrate First Class or a Notary Public. The name of the learned. Magistrate or the Notary Public as the case may be should be legible).

ANNEXURE B

(Under Clause 6.2.9)

Certificate regarding safety from Natural Hazards

Certificate: The following certificate is to be submitted along with the Building Drawing while submitting the plans for obtaining Building Permission for Building No. _____ or to _____ on/in plot No. _____ Block No. _____ House No. _____ situated at _____ Scheme _____.

:

2. Certified that the building plans submitted for approval satisfy the safety requirements as stipulated under Clause 18 of Building Bye-laws, 1983 and the information given therein is factually correct to the best of our knowledge and undertaking.
3. It is also certified that the structural design including safety from natural hazards based on soil conditions has been duly incorporated in the design of the building and these provisions shall be adhered to during the construction.

Signature of the Owner	Signature of Architect	Signature of Structural Engineer
With date	with date	with date
Name in Block Letters	Name in Block Letters	Name in Block Letters
Address	Address	Address

Certificate regarding provisions of water harvesting

Certificate : The following certificate is to be submitted along with the building drawings while submitting the plans for Building No. _____ or to _____ on/in plot No. _____ Block No. _____ House No. _____ situated at _____ Scheme _____.:

Certified that the building plans submitted for approval satisfy the water harvesting requirements as well as minimum anticipated discharge of waste water as stipulated under clause 22.4.1, 22.4.2 and the information given therein is factually correct to the best of our knowledge and understanding.

Signature of owner with date

Name in Block Letters

Address:

Signature of Architect with date

Name in Block Letters

Address:

UNDERTAKING REGARDING PERIPHERAL CHARGES

(On non-judicial Stamp Paper of Rs.10/- and duly attested by
Oath Commissioner/Notary Public)

I.....S/o Shri.....
R/o..... Scheme..... Delhi, do hereby
undertake to deposit the peripheral charges to the DDA @ Rs.70/- per sqm., before
submission for sanctioning of building plans, as per the Hon'ble Court Order and
subsequent Office Order No. 80 dt. 12.06.2003.

EXECUTANT

Verification

Verified at Delhi, on this..... Day of..... that the
above Contents of the Undertaking are true to the best of my knowledge and belief,
and nothing has been concealed therefrom.

EXECUTANTS

PERFORMA FOR PLANNING PERMISSION/ FORWARDING TO DUAC

- 1.1 Title
- 1.2 Location
- 2.1 Owner
- 2.2 Promoter
- 2.3 Architect
(Also give Address and Tel.No.)
- 2.4 Council of Architecture Regn. No. Architect.
- 2.5 Structural Consultant
- 2.6 Landscape Consultant
- 3.1 Net plot area of overall complex.
- 3.2 Land use:
 - (a) Master Plan.
 - (b) Zonal Development Plan.
 - (c) Approved layout plan.
- 3.3. Regulations:
 - (a) Envelop Control/setbacks
 - (b) Ground coverage (%)
 - (c) FAR
 - (d) Height
 - (e) Parking Norms
 - (f) Green Areas.
 - (g) Play-field (for Educational Complexes)
 - (h) Density
 - (i) Community Facilities.
- 4.1 Existing Developments:
 - (a) No. of building blocks and nomenclature
 - (b) Ground coverage.
 - c) FAR
 - (d) Height

- (e) Green Area
- (f) Play field.
- (g) Parking provisions.

4.2 PROPOSAL:

- (a) Ground Coverage
- (b) FAR
- (c) Height
- (d) Parking Norms
- (e) Green Area
- (f) Play field
- (g) Specifications/Façade treatment etc.

4.3 TOTAL (EXISTING + PROPOSED):

- a) Ground Coverage
- b) FAR
- c) Green areas
- d) Density
- e) Parking provisions
- f) Specifications/Façade

4.4 Reference of previous approval if any from DUAC and reasons for revisions (in case the proposal is a revised one).

4.5 Whether the necessary provisions for the barrier free movement of the physically handicapped have been incorporated into the proposal.

4.6 Whether the CFO approval has been obtained.

4.7 Whether the site of the proposal falls in the category of heritage buildings/ complex.

4.8 The work has not been started on site and construction will be started only after final approval of the competent Authority .

OR

The position of construction at site is Given below:

OWNER'S SIGNATURE

ARCHITECT'S SIGNATURE

NAME

NAME

STAMP

STAMP

ADDRESS

ADDRESS

PHONE NO.

PHONE NO.

DATE

DATE

Remarks of the concerned local body: The proposal has been broadly examined. The above information is correct and the proposal is permissible so far as DDA/MCD/NDMC is concerned (Additional comments, if any, may be given below or attached).

The proposal is forwarded to DUAC along with tow sets of drawings which are according to Bye-laws, Master Plan, zonal plan and Fire-fighting regulations and policy instructions of Govt. The proposal involves relation in respect of height/setbacks/_____. The Architect has been advised to furnish the requisite material and documents, given in the attached list, within one week time directly to the Commission.

Signature of Competent Authority

Name

Designation

Office seal

Phone No.

**Undertaking for Contribution of (EWS Fund)
(On Rs.10/- non-judicial stamp paper duly attested by Oath
Commissioner/Notary Public/Magistrate Ist Class)**

(Ref. G.O.I. Gazette Notification No. 13011/17/96-DDIB dt. 3.06.1999)

This undertaking is made by Sh. _____

S/o _____ R/o _____

1. That I am the Secretary of _____

2. That the Society will pay the contribution at the time of applying of B-1 Permit plinth level, as per **Notification of MOUD & PA Sl.No.VI** dated 9.6.99 @ Rs.25,000/- per dwelling unit of size 1000 sq.ft. (92.90 sqm.) or above plinth area where the contribution has not been charged at the time of sanction for the dwelling unit which are less than 100 sq.ft.(92.90 sqm.) plinth area and subsequently increased at the time of the permit of plinth level.

Deponent

APPENDIX 'B'
(Bye-Law No. 7.2.1)

Form – III
Form for Notice for Commencement of Work

To

The Vice-Chairman,
Delhi Development Authority,
New Delhi.

Sir,

I hereby certify that the erection/re-erection/demolition or material alteration in/of building No.....on/in Plot No..... Block No..... situated at..... Scheme, will be commended on as per your permission vide office communication No..... dated..... under the supervision of..... Licensed Architect/Engineer/Supervisor/Group, Licence No..... and in accordance with the plans sanctioned.

Signature of owner.....
Name of owner
(In block letters)
Address:.....

Dated.....

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APPENDIX 'B-1'
(Bye-Law No. 7.2.2)

Information for Intimation of Completion of Work up to Plinth Level

To

The.....
.....Authority,
New Delhi.

Sir

The construction up to plinth/column up to plinth level has been completed in building No.....on/in Plot No.....
Scheme No.....
Road/Street.....Ward..... in accordance with your permission No..... dt..... under my supervision and in accordance with the sanctioned plan.

Yours faithfully,

Signature of Licensed
Architect/Engineer/Supervisor

Name.....
(in Block Letters)
Address.....

Dated.....

Undertaking (To be given at B-1 stage)
(On Rs.10/- non-judicial stamp paper duly attested by Oath
Commissioner/Notary Public/Magistrate Ist Class)

I _____ S/o _____ Secretary
of _____ society situated
at _____ and _____ (Name
of Arch.) representative of _____ (Name of
firm) _____ (Address) _____ do hereby
undertake that Architect will ensure that society will adhere to the provisions of
MPD-2001, Building Bye-laws 83 and sanctioned building plans to ensure that
changes are within compoundable limits and are of compoundable nature.

We further state that we and all our successor-in-interest shall abide by
aforesaid terms and conditions of this undertaking.

Executed at Delhi/N. Delhi on this _____ day of _____,
200 .

Sig. of Owner
Name of Owner

Address:

Sig. of Licensed Arch./Engr./
Supervisor group _____

Name:

Address:

Witnesses

1)

2)

**APPENDIX B-3
(Bye-Laws 7.5.2)**

The Vice-Chairman
Delhi Development Authority
New Delhi.

Sir,

We hereby certify that the erection/re-erection or material alteration in/at building No.....on/in Plot No.....Block No.....
Situating at.....Scheme has been supervised by us and has been completed on.....according to the plans sanctioned, vide office communication No. dt..... The work has been completed to our satisfaction, the workmanship and all the materials (type and grade) have been strictly in accordance with general and detailed specifications. All the drainage/sanitary/water supply work has been executed under our supervision and as per building bye-Laws and conditions prescribed or orders issued there under have been transgressed in the course of work. The building is fit for use for which it has been erected/re-erected or altered/constructed and enlarged.

2. Certificates:

- (i) Certified that the building(s) has been constructed according to the Sanctioned Plan and structural design(one set of structural drawings as executed is enclosed) which incorporate the provisions of structural safety as specified in relevant prevailing IS Codes/Standards/Guidelines.
- (ii) Further certified that water harvesting as well as waste water recycling systems have been provided as per the sanctioned building plan.
- (iii) It is also certified that construction has been one under our supervision and guidance and adheres to the drawings submitted and the records of supervision have been maintained by us.

3. Permission to occupy or use the building may be granted.

4. Any subsequent change from completion drawings will be the responsibility of the owners.

A) Signature of the owner with date

Name in Block letters

Address

C)Signature of Structure Engineer with date

Name in Block letters

Address

B) Signature of Architect with Date

Name in Block letters

License No.

Address

D)Signature of Supervisor /Group/Engineer with Date

Name in Block letters

License No.

Address

CERTIFICATE REGARDING DEVIATION

CERTIFIED that no major deviations have been done except the deviations in respect of covered area etc. which are within acceptable limits of D.D.A. from the original drawings sanction vide DDA letter No. _____ dated _____ in respect of the _____ Co-op. Group Housing Society Ltd. At Plot No. _____ New Delhi. The deviations are within the permissible bye-laws and are compoundable.

Signature of Licensed Architect/
Engineer/Supervisor/Group
.....

Name of Licensed Architect/Engineer/
Supervisor/Group
.....

(In Block Letters)
License No. of Licensed Architect/
Engineer/Supervisor/Group
.....

Address of Licensed Architect/Engineer
Supervisor/Group
.....

Dated.....

EXTERNAL FINISHING CERTIFICATE

Certified that the drawings of _____ Co-op. Group Housing Society Ltd. Plot No. _____ Sector _____, _____, New Delhi were sanctioned by D.D.A. vide letter No. _____ dt. _____, that Delhi Urban Arts Commission have approved our proposal _____ taking into consideration the permanent finish to external faces and the construction has been done accordingly.

Signature of Licensed Architect/
Engineer/Supervisor/Group

.....

Name of Licensed Architect/Engineer/
Supervisor/Group

.....

(In Block Letters)

License No. of Licensed Architect/
Engineer/Supervisor/Group

.....

Address of Licensed Architect/Engineer
Supervisor/Group

.....

Dated.....

Proforma to be filled by the Architect of the Project to be submitted along with other documents required for processing the completion certificate for reference to DUAC under Unified Building Bye Laws.

Part A

1. Name & Location of the Project

2. Details and reference of sanction/approval

(1) Sanctioning Authority's

(2) **Delhi Urban Art Commission.**

3. Attested copies of the plans sanctioned by the local authority(Number).

4. Super-imposed drawing of the building as completed with respect to the drawing as approved by the DUAC(with numbers):

5. Plot area of overall complex.

6. Development Control

Prescribed Sanctioned Achieved

(i) Ground coverage

(ii) FAR

(iii) Height of the building

(iv) Density

(v) Envelop control/setback lines

(vi) Green Areas and play-field

(vii) Parking provision basements

(viii) Parking provisions stilts

(ix) Parking provisions open

6. Details of work of Art in the Building

PART-B

Extent of deviations from the approval of Delhi Urban Art Commission.

- i) Plans.
 - ii) Elevational controls
 - iii) Specifications/Façade treatment etc.
2. Whether the necessary Provisions for barrier free movement of physically handicapped have been incorporated in the proposal.
 3. Whether the approval from CFO has been obtained.
 4. Photographs(8"x10") of the completed building, from different angles, illustrated on layout plan(nos.)
 5. Photographs(8"x10") of the model for the proposal approved by DUAC(no.).
 6. Observations of the architect of the project in regard to the deviations whether major or minor nature.
 7. Names and addresses of the Structural and landscape consultants.

DATE	OWNER'S SIGNATURE	ARCHITECT'S SIGNATURE
	Stamp	Name
	Address	Stamp
	Phone No.	Phone No.

C.A. Regn. No.

PART-C

OBSERVATIONS/RECOMMENDATIONS, IF ANY, OF THE SANCTIONING AUTHORITY WHILE FORWARDING THE MATTER TO DELHI UR BAN ART COMMISSION.

2. The matter has been duly examined/scrutinized. The buildings have completely been built. (Yes/No)
3. The deviations indicated by the architect are factually correct. (Yes/No)
4. The following additional deviations have been noticed.
5. The deviations are within the permissible regulations and are compoundable.

Or

The following deviations violate the regulations and are not compoundable.

Additional information/comments of the Local Body.

Signature of the Competent Authority

Name

Designation

Office Stamp

Telephone

APPENDIX 'P'
(Bye-Law No. 6.6)

**Qualification of Licensed Technical Personnel for
Preparation of Schemes for Building
Permit and Supervision**

P-1 GENERAL

P.1.1 The qualifications of the technical personnel and their competence to carry out different jobs for building permit and supervision for the purpose of licensing by the Authority shall be as given in Bye-law P-2 to P-6. The procedures for licensing the technical personnel is given in Bye-law P-6.

P-2 ARCHITECT

P.2.1 *Qualifications* – The qualifications for licensing of Architect will be the Associate Membership of the Indian Institute of Architects or such Degree or Diploma which makes him eligible for such membership or such qualifications listed in schedule XIV of Architects Act, 1972 and shall be registered under the Council of Architecture as per Architects Act, 1972.

P.2.2 *Competence* - The licensed architect is competent to carry out work related to Building Permit as given below land will be entitled to submit:

- (i) All plans and related information connected with building permit.
- (ii) Structural details and calculations for building on plots upto 500 sqm. and upto 4 storeys;
- (iii) Certificate of supervision for all buildings; and.
- (iv) All layout plans.

P-3 ENGINEER

P.3.1. *Qualifications* – The qualifications for licensing of Engineer will be the corporate membership(Civil) of the Institution of Engineers or such Degree or Diploma in Civil or Municipal or Structural Engineering which make him eligible for such membership, or which is recognized by Union Public Service Commission for the post of an Assistant Engineer.

P.3.2 *Competence* - The licensed engineer is competent to carry out the work related to Building Permit as given below land will be entitled to submit:

- (i) All plans and related information connected with building permit on plots upto 500 sqm. and upto four storeys;
- (ii) Structural details and calculations for all buildings.
- (iii) Certificate of supervision for all buildings.
- (iv) All layout plans; and
- (v) Sanitary/water supply works for all type of buildings.

P-4 SUPERVISOR

P-4.1 Qualifications:- The qualifications for licensing of Supervisor will be:

- (i) Three years Architectural Assistantship or Intermediate in Architecture with two years experience.
- (ii) Diploma in Civil Engineering with two years experience; or
- (iii) Draftsman in Civil Engineering from I.T.I. with five years experience under Architect/Engineer from a recognized Institution which would enable him for the post of Supervisor recognized by the Union Public Service Commission.

P-4.2 Competence:- The supervisor will be entitled to submit:

- (i) All plans and related information connected with Building Permit on plots upto 200 sqm. and upto two storeys.

P-5 GROUP OR AGENCY

P5.1 When an agency or group comprising of qualified architect/engineer is practicing then the qualifications and competence of work will be combination of the individual qualification and competence, given under Bye-law P-2 and P-3 and the agency shall be licensed by the Authority.

P-6 PLUMBER

Plumbers shall be licensed by the Authority through an examination of the candidates having the following minimum qualifications:

Qualifications

- (i) A fair knowledge of English/Hindi/Urdu.
- (ii) Working knowledge of drawings and sketches.
- (iii) Certificate of training from I.T.I. for the trade with minimum two years experience of execution of sanitary and plumbing works under any Govt. Deptt./Local bodies or licensed Architect/Engineer.

OR

A sound practical knowledge or experience of sanitary and plumbing works under any Govt. Deptt./local bodies or licensed Architect for period of five years.

Competence:

A licensed plumber shall be competent to do the following jobs independently:

- (b) Submission of sanitary plans upto 500 sqm. plot size and 4 storeyed buildings.
- (c) Execution/supervision of sanitary works up to 500 sqm. plot size and 4 storeyed buildings.
- (d) Execution of sanitary works for all kind of buildings under the supervision of all licensed Engineer.

P-7 LICENSING

P-7.1 **Technical Personnel to be licensed** – The qualified technical personnel or group as given in Bye-law P-2, P-3, P-4, P-5 and P-6 shall be licensed with the Authority and the licence shall be valid for one calendar year ending 31st December after which it shall be renewed annually.

DELHI URBAN ART COMMISSION
India Habitat Centre, Core 6A
Lodi Road, New Delhi-110003

No. 1(2)/82-DUAC

July 7, 2005

MEMORANDUM

The Commission at its meeting held on June 15, 2005 has decided that the functions of the Commission shall cover the followings:

- A.
- (a) Development of district centre, sub district civic centres, community centres, areas earmarked for Government, administrative buildings and for residential complexes,. Public building/complexes on more than 2 hectares in area or abutting 24 mt. wide road (excluding within residential colonies/areas) or taller than 26 mts. in height.
 - (b) Re-development of the Connaught Place Complex and its environs, Central Vista, the entire bungalow area of Lutyens' New Delhi, historic areas of the City including Shahjahanabad, Civil Lines, Mehrauli and such other areas as the Central Government may, by notification in the Official Gazette, specify;
 - (c) architectural expressions and visual appearance of new buildings in the centres areas, parks and gardens specified in clause (a) and (b) including selections of models or statues and foundations therein.
 - (d) Re-development of areas in the vicinity of Jama Masjid, Red Fort, Qutab, Humayun's Tomb, Old Fort, Tuglakabad and of such other places of historical importance as the Central Government may, by notification in the Official Gazette, specify;

- (e) Conservation, preservation and beautification of monumental buildings, heritage, public parks and public gardens including location or installation of statues or foundations therein.
- (f) Street furniture and hoardings.
- (g) (i) location and plans of infrastructural proposals like power houses, water towers, television and other communication towers and other allied structures.
(ii) transport corridors including major roads, metro rail including metro stations, Railway Stations, Airports, flyovers, bridges etc.
- (h) any other project or layout to beautify Delhi or to add to its cultural vitality or to enhance the quality of surroundings thereof at the discretion of the Commission.

Sd/-

(Dina Nath)
Secretary

1. The Secretary, M/o Urban Development, Nirman Bhawan, New Delhi.
2. The Joint Secretary(D&I), M/o Urban Development, Nirman Bhawan, New Delhi.
3. The Director(DD), M/o Urban Development, Nirman Bhawan, New Delhi.
4. Chief Town Planner, TCPO, I.P. Estate, New Delhi.
5. Director General(Arch.), CPWD, Nirman Bhawan, New Delhi.
6. Additional Director General(Arch.)CPWD, Nirman Bhawan, New Delhi.
7. Engineer-in-Chief, PWD(GNCTD), Curzon Road, Barracks, New Delhi.
8. Vice-Chairman, DDA, Vikas Sadan, INA, New Delhi.
9. Commissioner, MCD, Town Hall, Delhi.
10. Chairperson, NDMC, Palika Kendra, New Delhi.
11. Commissioner(Plg.)DDA, Vikas Minar, I.P. Estate, New Delhi.
12. Chief Town Planner, MCD, Nigam Bhawan, Kashmere Gate, Delhi.
13. Executive Engineer(Bldg.) HQ, MCD, Town Hall, Delhi.
14. Director(Bldg.)DDA, Vikas Sadan, INA, New Delhi.
15. Chief Architect, NDMC, Palika Kendra, New Delhi.

Copy to:

1. Chairman, DUAC.
2. Members, DUAC.
3. Notice Board.
4. Website.
5. All concerned in the office.

GOVT OF N.C.T. OF DELHI
DIRECTORATE OF EDUCATION
OLD SECRETARIAT; DELHI-110054

No. 262-362

Dated: 17.01.2005

CIRCULAR

In exercise of powers conferred under Section 3 of the Delhi School Education Act, 1973 and rule 43 of the Delhi School Education Rules, 1973, and all other enabling provisions under the said Act & Rules, I, Rajendra Kumar, Director of Education, Govt. of NCT of Delhi do hereby issue the following directions in supersession of all previous directions in this regard, to be complied by all recognized schools in Delhi.

1. GENERAL MEASURES

1. All schools shall have fire fighting equipment as stipulated in this circular.
2. All escape routes shall be kept clear of any obstruction and that all the gates shall be kept unlocked during the occupancy of the school building.
3. School chowkidar/caretaker shall switch off all electrical equipment/installations after school hours or after closing of school, whichever is later.
4. There shall be proper facilities for storage of LPG cylinders in the labs, preferably, these LPG cylinders shall be kept in a separate enclosure away from the classrooms so that there is no threat of fire spreading in the building in case of leakage of gas from LPG cylinder. Wherever LPG is issued for laboratories etc. normal precaution for use of LPG must be observed e.g. LPG stove should be kept away from the electrical wiring which may cause sparks. Similarly, LPG cylinder should be kept at a place where adequate ventilation is available. The rubber tube carrying gas from the LPG cylinder to the stove should be checked regularly and replaced, if so required. In case smell of gas(indication of leakage of gas) is observed, match sticks should not be used and none of the electrical points should either be switched on or switched off. In case of leakage of gas, windows and doors should be opened. Under no circumstances, the electrical heater should be operated near the LPG installation. At the place where LPG cylinders are stored, necessary water spray system shall be provided through a manual control valve located about 1.5 mtr. away from such place of storage of the cylinders.
5. Delhi Fire Services would be providing various types of posters for educating students and teachers on the issue of fire safety and that shall be displayed prominently in the school premises. In some cases, it might even be desirable to keep permanent boards prepared on issues related to fire safety.
6. The electrical wirings in the school building shall be laid in conduit or shall be concealed type. Wherever, there is external wiring, the concerned school shall take steps to get it laid in metal conduits or shall be concealed within a period of one year from the date of issue of this circular.
7. The electrical circuit should be overloaded. MCB and HCB shall be provided in electric installation.

8. As far as possible the electrical meter board should not be installed in staircase and wherever already installed, it shall be enclosed in a metallic box.
9. Non-combustible material and/or material with surface flame spread of Class 'A' railing shall be used for erection of false ceiling, wall paneling etc.
10. Basement, if any, shall not be used for conduct of classes under any circumstances. The occupancy and use of the basement shall be as per the Building Bye-laws, 1983.
11. The emergency telephone numbers i.e. 100, 101 and 102 as well as the telephone numbers of nearest fire station and nearest police station shall be displayed prominently in the school building.
12. Fire/ evacuation Drill should be conduct at least once in 3 months. Request in this regard may be sent to the Delhi at least one month in advance so that the Delhi Fire Services can depute its personnel to supervise and advise on the Fire/Evacuation Drill.
13. Whatever generator set is used in the school premises, apart from necessary precautions to take care of noise or air pollution, it should be ensured that this generator set is located either on a separate floor or in a separate part of the building with direct access from outside.
14. All furniture of the school including chairs and tables must be got painted with fire retardant paints that are approved by Central Building Research Institute (C.B.R.I.), Roorkee. As the fire retardant paint is likely to be costly, the schools are hereby allowed 3 years time to get this job completed. However, while purchasing new furniture for the school the management shall ensure that the new furniture is either painted with fire retardant paint or fabricated out of fire resistant material.
15. Every room with a capacity of over 45 persons in area shall have minimum 2 door ways (clause 10.4.2 of NBC).
16. Upper floor shall have minimum 2 Exit ways/Stair ways as far removed from each other as possible (clause 10.4.2 of NBC).

II. SPECIFIC MEASURES

A. For schools having only Ground Floor:

1. One carbon di-oxide type fire extinguisher 2.5 KGs capacity and ISI marked or one ABC type fire extinguisher with ISI mark shall be provided for every 300 sqm. of covered area or part thereof subject to a minimum of 2 such extinguishers for every floor. In addition, one fire extinguisher each in Laboratory near to the electrical installation and/or generator room shall also be provided.
2. The basement, if any, in the building shall be provided with sprinkler system.
3. In case of buildings having basements, a fire pump having 150 liters per minute output at 40 meters head (4 Kgf/sqcm.) and a jockey pump of 180 liters per minute output at 40 meters head (4 Kgf/sqcm) shall be provided at the terrace. All the pumps shall be automatic in operation.
4. One overhead water storage tank of 5000 liters shall be provided exclusively for feeding water to the sprinkler system.

B. For school buildings above ground floor and up to two upper floors:

1. One carbon di-oxide type fire extinguisher 2.5 Kgs capacity, ISI marked or one ABC type fire extinguisher with ISI mark shall be provided for every 300

mtr. of covered area or part thereof subject to a minimum of 2 such extinguishers for every floor. In addition, one fire extinguisher each in a, near to electrical installation and/or generator room shall also be provided.

2. A hose reel, 30 metre long and fitted with 6.5 mm diameter nozzle at the end of the hose reel hose shall be provided for every 1000 sqm. of covered area subject to a minimum of one hose reel per floor of the building.
3. In case of buildings that are comprised of more than ground plus one floor, down comer shall be provided along with internal hydrant and a hose box on every floor containing two lengths(15 meters each) having 50mm diameter delivery hose complete with 63mm instantaneous couplings and a 12mm diameter nozzle.
4. An overhead water tank having 2500 liters capacity (500 liters in case of sprinkler system and/or down comer system) shall be provided exclusively for fire fighting systems.
5. The basement if any in the building, shall be provided with sprinkler system.
6. A fire pump having 220 liters per minute out put at 40 meters head(4 Kgf/sqcm.) at terrace for hose reel (450 liters per minute out put at 40 meters head if the building is provided with sprinkler and/or down comer system and a jockey pump having 180 liters out put at 40 meters head) shall be installed at the terrace. All the pumps shall be automatic in operation.
7. For such type of building., if total covered area is more than 5000 sqm. and up to 10000 sqm. an additional underground water storage tank of 25000 liters capacity shall be provided. The capacity of this underground water storage tank shall be 50000 liters in case the total covered area exceeds 10000 sqm.

C. For schools above ground plus two floors but below 15 meters in height.

1. One carbon di-oxide type fire extinguisher 2.5 Kgs capacity, ISI marked or one ABC type fire extinguisher with ISI mark shall be provided for every 300 sqmtr. of covered area or part thereof subject to a minimum of 2 such extinguishers for every floor. In addition, one fire extinguisher each in laboratory, near to electrical installation and/or generator room shall also be provided.
2. The basement, if any, in the building shall be provided with sprinkler system.
3. A hose reel, 30 metre long and fitted with 6.5 mm diameter nozzle at the end of the hose reel hose shall be provided for every 1000 sqm. of covered area subject to a minimum of one hose reel per floor of the building.
4. In case of buildings that are comprised of more than ground plus one floor, down comer shall be provided along with internal hydrant and a hose box on every floor containing two lengths(15 meters each) having 50mm diameter delivery hose complete with 63mm instantaneous couplings and a 12mm diameter nozzle.
5. An overhead water tank having 5000 liters shall be provided exclusively for fire fighting systems.
6. A fire pump having 450 liters per minute out put at 40 meters head and a jockey pump having 180 liters out put at 40 meters head shall be installed at the terrace. All the pumps shall be automatic in operation.
7. For such type of building., if total covered area is more than 5000 sqm. and up to 10000 sqm. an additional underground water storage tank of 25000 liters capacity shall be provided. The capacity of this underground water storage shall be 50000 liters in case the total covered area exceeds 10000 sqm.

D. Auditorium

1. One exit having 1.5 metres clear width for every 150 seating capacity subject to a minimum of two such exits located as remote to each other as possible shall be provided in the Auditorium. The exit gates must always open outwards.
2. First aid hose reel shall be provided in the auditorium on either side of the stage.
3. In case stage is made of wood and/ or curtains are provided at the stage, automatic sprinkler system shall be provided to protect the stage only.
4. The basement of any in the building, shall be provided with sprinkler system.
5. Emergency light shall be provided.
6. Illuminated exit signs shall be provided in each exit door.
7. Sufficient number of exhaust fans shall also be provided near the ceiling level for ventilation of smoke in case of fire.
8. In case of auditoriums or buildings having basements, a fire pump having 450 liters per minute out put at 40 metres head (4 Kgf/ sqcm.) and jockey pump of 180 liters per minute at 40 metres head (4 Kgf/ sqcm.) shall be provided at terrace. All the pumps shall be automatic in operation.
9. One overhead water storage tank of 5000 liters shall be provided exclusively for feeding water to the sprinkler system.

III SUGGESTED MEASURES

1. As a part of good house keeping, it must be ensured that no combustible materials are allowed to accumulate or any space is left un-cleaned. The combustible material shall be so contained in the collectors that they don't spread by wind lest it becomes a fire hazard.
2. The above measures/precautions are not sufficient for buildings where the original occupancy allowed as per law is altered or where the buildings are partly or fully air conditioned. In such buildings, the schools must get the building inspected by officers of Delhi Fire Service and obtain detailed recommendations about the fire safety measures.
3. In the cases of fresh recognition/up gradation, the applicant schools must comply with guidelines issued by the deputy Director of Education and enclose clearance from the Delhi Fire Service with their application for grant of recognition/up gradation.

In case of any difficulty in understanding the technical terms or contents of this circular, the Deputy Chief Officer concerned may be consulted to provide clarifications/advice on the issues. The telephone number⁴ of the Deputy Chief Officer & Chief Fire Officer are given below:

Dy. Chief Fire Officer(Central)	Shri Surinder Kumar	23414334
Dy. Chief Fire Officer(West North)	Shri A.K. Sharma	2545925
Dy. Chief Fire Officer(South West)	Shri G.C. Mishra	23414250
Dy. Chief Fire Officer(East & South)	Shri Santokh Singh	2253071
Chief Fire Officer	Shri R.C. Sharma	23414000

Sd/-

(RAJENDRA KUMAR)
DIRECTOR EDUCATION

The Managers of all
The recognized schools
Through concerned DDEs.

No.

Dated:

Copy to:

1. Secretary to Minister of Education, Govt. of NCT of Delhi.
2. PS to Pr. Secretary(Home), Govt. of NCT of Delhi.
3. PS to Secretary, Education, Govt. of NCT of Delhi, Old Sectt. Delhi.
4. Chief fire Officer, Delhi Fire Services, New Delhi.
5. All Additional Directors of Education, Directorate of Education Govt. of NCT of Delhi, Old Sectt., Delhi.
6. All Regional Directors, Directorate of Education, Govt. of NCT of Delhi.
7. Dy. Controller of Accounts, Directors of Education, Govt. of NCT of Delhi.
8. All Deputy Directors of Education, Directorate of Education, Govt. of NCT of Delhi.
9. All Assistant Directors of Education, Directorate of Education, Govt. of NCT of Delhi.
10. All Education Officers/Deputy Education Officers, Directorate of Education, through their respective Deputy Directorates of Education), Directorate of Education, Govt. of NCT of Delhi.
11. PS to Director of Education, directorate of Education, Govt. of NCD, Delhi.

Sd/-

(S.N. MISRA)
JDE(ACT)

MINISTRY OF URBAN AFFAIRS & EMPLOYMENT
(Department of Urban Development)
(Delhi Division)

New Delhi, the 23rd July, 1998

S.O.623(E) Whereas the Building Bye-laws 1983 have been under examination for some time.

Whereas the Unified Building Bye-laws and consequential modifications to Master Plan for Delhi-2001(MPD-2001) have been examined in detail by Delhi Development Authority, Municipal Corporation of Delhi, New Delhi Municipal Council and Government of NCT of Delhi especially in the light of the recommendations made by the Committee set-up under the Chairmanship of Prof. V.K. Malhotra.

Whereas Public Notice dated 20.5.98 were issued by this Ministry inviting suggestions/objections with respect to the proposed modifications in the MPD-2001.

Whereas such notices were also issued in the newspapers dated 24.5.98.

Whereas 290 objections/suggestions received in the Ministry were examined by the Committee set up under the Chairmanship of chief Planner, TCPO with representatives from DDA, MCD and NDMC and the Report of the Committee submitted to the Government on 17.7.98.

And whereas the Central Government have, after carefully considering all aspects of the matter, decided to modify the MPD-2001.

Now, therefore, in exercise of the powers conferred by sub-section (2) of Section 11A of Delhi Development Act, 1957, the Central Government hereby make the modifications as per annexure in the said MPD-2001 with effect from the date of publication of this Notification in the Gazette of India.

(No.K-12016/79-DDIA/B)

SURINDER MOHAN, Desk Officer

MODIFICATIONS

1. On page 159 (right Hand Side) of Gazette of India dated 1.8.90 and in supersession of the Notification dated 15.05.95, the table and footnotes under RESIDENTIAL PLOT- PLOTTED HOUSING(001) are amended as follows:

Sl.No.	Area of Plot (sqm.)	Maximum Ground Coverage (%)	FAR	No. of DUs	Max.Height (in Mtr.)
(1)	(2)	(3)	(4)	(5)	(6)
1.	Below 32	75	225	1	12.5
2.	Above 32 to 50	75	225	2	12.5
3.	Above 50 to 100	75	225	3	12.5
4.	Above 100 to 250	66.66	200	3	12.5
5.	Above 250 to 500	50	150	3(4)	12.5
6.	Above 500 to 1000	40	120	6(8)	12.5
7.	Above 1000 to 1500	33.33	100	6(8)	12.5
8.	Above 1500 to 2250	33.33	100	9(12)	12.5
9.	Above 2250 to 3000	33.33	100	12(16)	12.5
10.	Above 3000 to 3750	33.33	100	15(20)	12.5
11.	Above 3750	33.33	100	18(24)	12.5

Note:

Levy on the additional FAR to be allowed vide table above the FAR allowed vide Notification dated 15.05.95 including the basement and/or development charges shall be charged at the rates as laid down in the Building Bye-laws or through Government orders and as revised from time to time.

(ii) In case of residential plots above 250 sqm. facing 24 mtrs and above road(a) the FAR shall be increased by the maximum ground floor coverage, (b) maximum height shall be 15 mtrs., and (c) the number of dwelling units shall be as given in brackets.

(iv) (a) Basement:

(1) Basement in case of plotted development if constructed shall not be included in FAR.

(2) Basement area shall not exceed the ground floor coverage and shall be below the ground floor. Basement area may, however, be extended below the internal courtyard and shaft.

Rest of the footnotes i.e. (i) and (v) to (xi) of clause 3 of Notification dated 15.05.95 shall continue.

2. On page 160 (Left Hand Side) of the Gazette of India dated 1.8.90 under RESIDENTIAL PLOT- GROUP HOUSING (002), the following amendments/additions are made:

Maximum FAR	167
Maximum height	33 mtrs.

Note:

Levy on additional FAR and/or development charges for additional FAR shall be charged at the rate as decided by the Government from time to time.

Other controls:

- (i) (i) The net housing density permissible shall be 175 DUs per ha. with a 15% variation on either side. This should be indicated in the Zonal Plan/Layout plan taking into consideration the gross residential density prescribed for the area. At the permissible level, maximum variation in density shall be 5%.

In case of Bungalow area (Part Division D) and Civil Lines area (Part Division C), residential density in group housing pockets shall be prescribed on the basis of detailed scheme.

(iv) Additional FAR upto a maximum of 400 sqm. shall be allowed to cater to community needs such as community/recreational hall, crèche, library, reading room and society office.

On page 155 (Left Hand Side) under usage/use activities permitted in use premises below RESIDENTIAL PLOT-GROUP HOUSING(002) entry under crèche and day-care centre will be replaced by the following:

Community/recreational hall, library, reading room and society office are permitted on the ground floor.

3. On page 166 (Left Hand Side) in the Gazette of India dated 1.8.90 under Professional Activity, the provision is replaced by the following:

Professional activity shall be allowed in residential plots land flats on any floor on the following conditions:

Part of the premises shall be permitted to be used upto a maximum of 25% of FAR or 100 sqm. whichever is less, for non-residential but non-nuisance activities for rendering services based on professional skills.

Note:- With regard to the provisions relating to Farm House, the Ministry of Urban Development has retained the old norms as existed prior to Notification dt. 23.07.1998 vide Notification No. 12016/5/79-DDIA/VA/IB(Pt.) dt. 7.08.2000.